



INSTITUTE OF  
**MATHEMATICS &  
ITS APPLICATIONS**

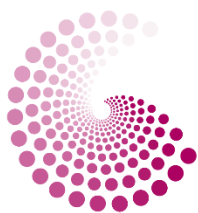
# **CONTINUING PROFESSIONAL DEVELOPMENT SCHEME (CPD)**

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Continuing Professional Development (CPD) is part of the Institute's mission.

The Institute expects all its members in practice as mathematicians to maintain the standards required for admission to their membership grade.

This guide will provide guidance on how to use the IMA's CPD Module, information about enrolment and the Five CPD Categories.



# Continuing Professional Development (CPD) The IMA CPD Scheme

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## How does the IMA CPD Scheme work?

The CPD record is available to all IMA members. Non CSci members can enrol using the Online CPD System. Keeping an online CPD record is strongly recommended for Chartered Scientists who wish to revalidate.

The IMA CPD scheme has been designed to provide a framework to formally update, build and reflect on your professional knowledge, skills and expertise. This formal recognition allows for reflection upon your development activities and to consider the benefit both to yourself and to those with whom you interact.

### CSci CPD Assessment for Revalidation

Chartered Scientists must engage in ongoing CPD to remain on the register. The IMA is required to select 2.5% of registrants for audit. If chosen, the audit will assess your CPD record against Science Council Standards. A more detailed version of these requirements can be found on this [Science Council document](#). Further information about CPD Audit can be found in the CSci CPD Audit - Meeting the Required Standards Booklet listed on the IMA Website.

## How to Record CPD Online

### Information about CPD Enrolment

The CPD record is available to all IMA members. CSci registrants will be automatically enrolled from January 2020. Non CSci members can enrol using the myIMA portal.

If you are a Chartered Scientist (CSci) wishing to revalidate, you will have the option of using the CPD facility provided on myIMA.

If you are an IMA member not seeking to revalidate CSci, you can also record your CPD via myIMA, but your record will not be subject to audit.



## How to register CPD using the MyIMA Module

The CPD recording module is integrated into your myIMA portal and is the same for all members.

To start recording your CPD log into your MyIMA account and Click Membership -> CPD. This will bring you a page with the following information:

## Continuing Professional Development

Institute of Mathematics TEST PORTAL · Self Service

[Home](#) > [Membership](#) > [CPD](#)

### Your CPD Record



Welcome back to your CPD record. Using this screen, you can manage your professional development record by uploading each activity, describing it, the time spent on it and your reflection on how it has impacted on your professional development. You can add activities as frequently as you wish and upon completion of your CPD year you will be certified as having completed our CPD scheme for that year.

Category	Max. Pts.	# Items	Base Total	Pts. Earned
Work Based Learning	20.0	0	0.0	0.0
Professional Activity	20.0	0	0.0	0.0
Formal/Educational	30.0	0	0.0	0.0
Self-directed Learning	10.0	0	0.0	0.0
Other	10.0	0	0.0	0.0
				0.0

[+ New Entry](#)

[Download CPD Record](#) ▾

10 ▾

Search



Date ▾ Category ▾ Details Qty ▾ Base Points ▾ Actions

No records found

To the right of this table you will be able to view your CPD Year information.



Next, select the 'Add New Entry' button to add an activity to your record. Complete all the relevant sections and do not forget to include what you have learnt from the activity and how you will apply this to your work (reflective learning).

After you have completed your entry, click on 'save changes' to add the new entry to your record. The New CPD Entry page looks like this:

> New CPD Entry

Activity

Date \*

Hours

Evidence Statement

Please explain the nature of the activity and what it involved.

URL

If the activity has a website or other publicly accessible link associated with it, enter it here

My Review

Please explain how this CPD activity has benefitted your professional practice (reflective learning)

▶ Save Changes

⊗ Cancel

Remember to fill out this entry with as much detail as possible. Auditors will review how the activities have benefitted your professional practice and where appropriate, how it will benefit others in your community as a result.



If you wish to upload a supporting document, you will now be able to do so once you have saved the CPD entry. An option to 'Add File' will now appear at the bottom of the page. This allows you to select and upload a file from your own computer. Once the item is uploaded, you will not see a view option. The options once uploaded are 'Download' and 'Delete'.

Once you have filled out the CPD Entry, you can return to your CPD Homepage or continue to add more entries. When you return to the Homepage, your record will automatically update:

### Your CPD Record ↻

Welcome back to your CPD record. Using this screen, you can manage your professional development record by uploading each activity, describing it, the time spent on it and your reflection on how it has impacted on your professional development. You can add activities as frequently as you wish and upon completion of your CPD year you will be certified as having completed our CPD scheme for that year.

Category	Max. Pts.	# Items	Base Total	Pts. Earned
Work Based Learning	20.0	1	2.0	2.0
Professional Activity	20.0	0	0.0	0.0
Formal/Educational	30.0	0	0.0	0.0
Self-directed Learning	10.0	0	0.0	0.0
Other	10.0	0	0.0	0.0
				2.0

[+ New Entry](#) [Download CPD Record](#)

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Date	Category	Details	Qty	Base Points	Actions
25 Oct 21	Work Based Learning	Course Development TEST STATEMENT	1 hours	2.0	<a href="#">✎</a> <a href="#">📄</a> <a href="#">✖</a>

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This updated screen will tell you how many CPD points you have logged and how many points you have remaining.



Many of our members will quickly exceed the minimum requirement of 50 points but this should not deter you from filling out more CPD entries.

Activities should continue to be accurately logged throughout the year, allowing you to illustrate the wide range activities and skills you have engaged in throughout the year to develop your professional skills.



## The Five CPD Categories

For a full list of all CPD sub-categories and examples, please visit the [Science Council CPD Standards Guide](#). Each area contains various sub-categories and you should select the most appropriate sub category for each entry. This will allocate the number of points that can be claimed for each hour you have spent on each activity. The majority of activities are 2 Points Per Hour but examples listed as 1 Point Per Hour are indicated with a '\*’.

## Work Based Learning

Work based learning is professional development that takes place by fulfilling your current job role. Much of this development should naturally take place as you gain experience and responsibility. Work-based learning also includes learning activities and development opportunities that are provided by or requested by your employer.

A maximum of 20 CPD points can be claimed in this category. Examples of Work Based Learning are listed below:

- Course Development e.g. producing a new course, substantially revise existing or revise based on evaluation
- Discussions with Colleagues e.g. idea generation, problem solving
- Experiential Learning e.g. on the job learning; learning from experience; expanding job role
- In-service Training e.g. orientation programmes; operating procedures; employee development
- Job Rotation, Secondments or Sabbaticals
- Peer Review of Own Work e.g. presentations to colleagues; direction on created documents
- Preparation of Bids preparation and submission of research or financial bids
- Presentations e.g. to external clients, regulators or policy makers
- Receiving Coaching from Others
- Review of Case Studies and Literature
- \*Participation in Appraisal and Goal Setting



## Professional Activity

Professional activities that support professional development include participating in the management and organisation of a professional body; and also participating in activities that develop the professional skills and knowledge of other professionals, and participating in activities that apply scientific expertise in the wider community.

A maximum of 20 CPD points can be claimed in this category. Examples of Professional Activity are listed below:

- Being a Referee for a Journal
- Being an Examiner
- Being an Expert Witness
- Coaching or mentoring
- Lecturing or Teaching – specifically new material
- Organiser e.g. conference, scientific meeting or course
- Presentation Giving or Discussant at conferences or scientific meetings
- Professional Body Involvement e.g. officer; organiser; committee member; Working group member
- Technical Group Membership e.g. special interest group; section or study group
- \*Networking with other professionals
- \*Other – Any other activity that aids your professional development through a professional body or develops the skills of others



## Formal/Education

Formal/educational professional development includes the participation in activities that lead to gaining academic/professional qualifications and the attendance at structured learning activities organised by professional bodies, learned societies or training providers; and also the preparation of papers, articles or presentations for a professional audience.

A maximum of 30 CPD points can be claimed in this category. Examples of Formal/Education are listed below:

- Attendance at Conferences or Scientific Meetings
- Attendance at a Professional Training Course
- Distance Learning -Including e-learning
- Maintenance/Development Specialist Skills
- Presentation Preparation e.g. for conferences of scientific meetings
- Programme of Learning for Academic Qualification
- Reading Professional Framework e.g. understanding legal or regulatory frameworks
- Training Material Preparation
- Writing Articles or Papers
- \*Other – Other activities that lead to qualifications or involve attendance at structured learning activities



## Self-Directed Learning

Self-directed learning takes place when the individual takes the initiative in identifying their personal learning needs and evaluating learning outcomes.

A maximum of 10 CPD points can be claimed in this category. Examples of Self-Directed Learning are listed below:

- \*Reading Professional Publications e.g. books; journals or articles
- \*Reflective Practice e.g. assessing CPD benefit and identifying next steps
- \*Upgrading knowledge e.g. through internet searches or other electronic resources
- \*Other: Any other activity where you have taken initiative to diagnose your needs, formulated goals using resources or evaluated the outcome.

## Other

Activities which may not require scientific expertise, but which help develop transferable skills and gain experiences that are valuable in the current professional role or in future career directions. These include involvement in strategic activities for the employer; and activities carried out outside of professional life.

A maximum of 10 CPD points can be claimed in this category. Examples of Other are listed below:

- \*Coaching and Counselling Skills e.g. sports coach; Samaritans volunteer; mentoring; tutoring
- \*Finance Skills e.g. treasurer for club or society
- \*Leadership Skills e.g. manager for sports or children's team; leader at scouts or guides; chairperson at a club or society
- \*Organisation and Planning Skills e.g. secretary for club or society; school government; PTA organiser; church parish organiser
- \*Other Any other activity that develops transferable skills valuable in your current role or future career.